

Executive for A&M

3 March 1948

General Counsel

Survey of Space Requirements

Re : Memo of 18 February 1948 from the Executive Director to the Executive for A&M on above subject

1. The total space currently available to the Office of General Counsel consists of two offices in North Interior, 7113 and 7115, and wall space in the ICAPS Conference Room in North Interior for six book-cases (20 sections). In the Administration Building, two office rooms are in use, 220 and 220-A.

2. Utilization of the above space is as follows:

(a) General Counsel and Administrative Assistant in 7113 North Interior;

(b) Assistant General Counsel, Secretary, and Clerk-Stenographer in 7115 North Interior;

(c) Assistant General Counsel and Clerk-Stenographer in 220 Administration Building;

(d) 220-A Administration Building is currently being used as an alternate office by the General Counsel, in view of the flow of work requiring his daily presence in the Administration Building. The Office of General Counsel is in the process of recruiting another member as an Assistant on OSO matters. Upon entry on duty, this Assistant will occupy the office room in 220-A Administration Building, and the General Counsel will install a desk in that room for the necessary time spent in that building.

3. No additional space is contemplated under the present arrangements. The four office rooms are deemed adequate for the eight or nine people who should constitute the maximum permanent TO of the office. It should be noted, however, that, in case of change or rearrangement, the Office of General Counsel will always require space for its law library at least in the amount now used in the ICAPS Conference Room.

4. In view of the above, we have not investigated the possibility of acquisition of additional space.

LAWRENCE R. HOUSTON

LRH:mbt